



TOWN OF BREWSTER, MA JOB DESCRIPTION

Title: Golf Custodian	Classification: Union, SEIU
Department: Golf	Grade: 2
Reports to: Director of Golf Operations	FLSA Status: Non-Exempt
Effective Date: 2-3-22	

Summary:

Position provides routine custodial, grounds-keeping, and interior/exterior maintenance work in connection with the care and upkeep of the Golf grounds and buildings; performs all other related work as required.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements or duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Performs general maintenance and cleaning duties; daily, weekly, preventative maintenance and seasonal duties including small landscaping duties.

Cleans public and staff restrooms, disinfects toilets, sinks, urinals, mirrors, walls, windows, and floors. monitors the conditions throughout the day.

Cleans and maintains offices, club house and pro-shop; dusts, vacuums floor and rugs, cleans and buffs hard surface floors. Cleans glass of all types; interior and exterior doors, display cases, and windows.

Empties indoor and outdoor trash receptacles. Picks up trash inside and in parking lots, disposes of all trash.

Makes minor repairs. Performs minor/basic electrical, plumbing, carpentry and mechanical repairs that do not require licenses; makes minor furniture repairs, repairs and paints walls and trim periodically, replaces light bulbs when needed, deck and patio repair, trim replacement, gutter cleaning.

Clears snow and ice from walkways and entrances; applies ice melting chemicals as necessary.

Prepares meeting and conference rooms for meetings and events, moves furniture and sets up chairs and other equipment as appropriate.

Observes and reports matters related to the Golf department buildings condition and maintenance.

Troubleshoots and responds to emergency maintenance situations.

Performs safety checks of buildings to include lights, emergency lights, exit lights, parking lot lights on a weekly basis and coordinates needed repairs.

Monitors HVAC system. Meets with State and Town officials for annual inspections; fire system, alarm system, building inspection, fire extinguishers.



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Order and maintain necessary supplies; tools, cleaning and replacement parts.

Performs similar or related work as required, directed or as situation dictates.

Supervision:

Supervision Scope: The work consists of routine or repetitive tasks and/or operations with few variations in well-known or established procedures.

Supervision Received: Works under the direction of the Director of Golf Operations and in accordance with all applicable Massachusetts General Laws and Town bylaws. Employee refers unusual policy concerns to supervisor.

Supervision Given: None.

Recommended Minimum Qualifications

Education, Training and Experience

High School diploma or equivalent and one (1) year of experience in the maintenance of buildings, or an equivalent combination of education and experience.

Special Requirements

Valid driver's license is required.

Knowledge: Thorough working knowledge of cleaning procedures, materials, and methods. Knowledge of building and grounds maintenance, repair, and custodial work. Knowledge of the use of tools, techniques, equipment, and procedures required in the repair and maintenance of buildings and grounds. Knowledge in the operation and repair of building mechanical systems, including heating, cooling, alarms, and electrical systems.

Abilities: Ability to perform maintenance and repairs to buildings and grounds. Ability to coordinate and prioritize tasks to meet deadlines. Ability to adhere to safety precautions, ability to coordinate and prioritize tasks to meet deadlines. Ability to take responsibility and to work independently. Ability to understand and follow oral and written instructions.

Skills: Skill in performing physically demanding work. Basic skill in performing preventative maintenance on buildings and equipment. Good communication skills.

Job Environment

- Working conditions involve occasional exposure and presence of unpleasant or irritating elements or a combination of unpleasant elements such as noise, odors, chemical fumes, dust, smoke, heat, cold, oil, dirt, or grease. Work may involve general cleaning at heights or in confined or cramped quarters, or around machinery and its moving parts.
- Operates automobile/light truck, computer, telephone, and standard office machines; utilizes hand and power tools.
- Contacts are primarily with co-workers and the public involving general discussion or interpretation of practices or guidelines in order to render service, plan or coordinate work efforts, or resolve problems. Courtesy, tact, and diplomacy required when dealing with the public.



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- Employees does not have regular access to confidential information of the department, in accordance with state public records law.
- Errors may result in monetary losses, waste of materials, damage to buildings/grounds, equipment or personal injuries; danger to public safety and poor public relations.

Physical Requirements

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work requires some agility and physical strength, such as moving in or about construction sites or over rough terrain or standing or walking most of the work period. Work may require lifting custodial equipment, objects, shoveling; up to 60 pounds. Stretches and reaches to retrieve materials. Usually, the work will require extended physical effort over a significant portion of the work day. Duties may involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination. Examples may include operating a personal computer, using power or hand tools, cleaning equipment, or climbing a ladder. Visual demands require the employee to read documents and cleaning equipment and chemical instructions for general understanding.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer